



LAKE HAVASU CITY
EMPLOYMENT APPLICATION
HUMAN RESOURCES/RISK MANAGEMENT DIVISION
2330 McCulloch Boulevard North
Lake Havasu City, AZ 86403
www.lhcaz.gov

PHONE: (928) 453-4143 / TDD: (928) 855-3945

Lake Havasu City is an Equal Opportunity Employer

Lake Havasu City promotes a Drug and Alcohol Free Workplace

Important Instructions: Do not e-mail or fax your application. Your signed application will only be accepted in hard copy form with original signature. Mail or bring your completed application to Human Resources at the address above.

- | | |
|--|---|
| * Print neatly in ink or type. | * Sign the application. |
| * A resume can be included only as a supplement to the application. The application must be filled out completely. | * If you have any questions, please request assistance. |
| * Read all information/disclaimers on this application. | |

Title of job you are applying for (*Use exact title listed in job announcement*):

Title: _____ Recruitment No. _____

Indicate lowest salary you will accept

\$

Check type(s) of work you will accept

- | | | |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Intermittent (on-call) |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Shiftwork/weekends |

Last Name

First Name

MI

Mailing Address (*Street or P.O. Box*)

City

State

Zip

Home Phone (*Include area code*)

Work Phone (*Include area code*)

Date available for employment

List name(s) and relationship(s) of any of your **relatives** currently employed by Lake Havasu City municipal government:

Name

Relationship

Name

Relationship

Preference claimed: Veteran or Widow of Veteran?

☐ Yes ☐ No (*Proof required no later than testing date. See Instruction No. 5 on page 4.*)

Are you a United States Citizen? ☐ Yes ☐ No

If no, do you have a permanent resident status?
☐ Yes ☐ No (*Proof required at hire*)

Criminal Convictions: Have you been convicted of a crime within the past ten (10) years (excluding juvenile adjudication)? "Crime" is defined as all felonies, misdemeanors and serious driving offenses (e.g. DWI/DUI), but does not include minor traffic offenses. ☐ Yes ☐ No

Traffic Violations: Have you been convicted of a moving traffic violation within the past five years? ☐ Yes ☐ No

If yes to either question above, attach statement giving date(s), time(s), location(s), circumstance(s), and dollar amount of fine(s). Include any conditions of your parole and/or probation, if applicable. Moving traffic violations will only be considered if driving a vehicle is a job requirement. A criminal conviction is not an automatic bar to employment. Each case is considered on its individual merit. **LACK OF REQUESTED INFORMATION IS BASIS FOR REJECTING AN APPLICATION.**

Have you ever served in the armed forces? ☐ Yes ☐ No

Branch of Service: ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ Navy

Dates of Service: Entered: _____ Discharged: _____

OFFICE USE ONLY

Recruitment # _____ Inactive Date: _____ Expiration Date: _____

☐ ACCEPT ☐ REJECT Evaluator: _____

Scores:

NOTE: APPLICATION MUST BE SIGNED AND DATED ON PAGE 4

EDUCATION AND TRAINING

**NOTE: THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.
DO NOT SUBSTITUTE THIS SECTION WITH A RESUME.**

*If more space is needed to adequately describe your experience, attach full sheets using the same format shown below.
Include your name on each page.*

Driver's License No. & State: _____ Class: _____ Expiration: _____
Commercial Driver's License No. & State: _____ Class: _____ Expiration: _____

EDUCATION

Indicate highest grade completed: Grade School: (1-8) _____ High School: (9-12) _____

High School graduate or GED? ☐ Yes ☐ No

Name of School, College(s) or University	Major	Credit Hours	Degree & Type	G.P.A.

Trade/Technical/Business School(s)	Course of Study	Diploma & Year

Professional License/Certification/Registration (e.g. Engineers, Technicians, etc.)
(Attach copy if requirement of position being applied for)

Title	Issuing Board	State

List approximate speed: Typing _____ Shorthand _____
(Certified copy of typing/shorthand speed may be attached if a requirement of position being applied for).

List fluency in languages other than English:

Language _____ Written ☐ Verbal ☐

EMPLOYMENT HISTORY (SEE INSTRUCTION NO. 7 ON PAGE 4)

Have you ever been fired from a job or asked to resign in lieu of termination? ☐ Yes ☐ No

If yes, describe circumstances _____

Current or most recent employer: _____ Phone: _____

Complete Address: _____

Your Title:	Major Duties:	% of Time	Employment Dates:			
			From	To	Total Yrs.	Mos.
1 _____						
2 _____			Full Time [] or Part Time []			
3 _____			Last Monthly Salary \$ _____			
4 _____			Reason for Leaving _____			

Total must equal 100%

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

Previous Employer: _____ Phone: _____

Complete Address: _____

Your Title:	Major Duties:	% of Time	Employment Dates:			
			From	To	Total Yrs.	Mos.
1 _____						
2 _____			Full Time [] or Part Time []			
3 _____			Last Monthly Salary \$ _____			
4 _____			Reason for Leaving _____			

Total must equal 100%

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

EMPLOYMENT HISTORY (Continued)

Previous Employer: _____ Phone: _____

Complete Address: _____

Your Title: _____

Major Duties:	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

Previous Employer: _____ Phone: _____

Complete Address: _____

Your Title: _____

Major Duties:	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

Previous Employer: _____ Phone: _____

Complete Address: _____

Your Title: _____

Major Duties:	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

Previous Employer: _____ Phone: _____

Complete Address: _____

Your Title: _____

Major Duties:	% of Time	Employment Dates:			
		From	To	Total Yrs.	Mos.
1 _____					
2 _____		Full Time [] or Part Time []			
3 _____		Last Monthly Salary \$ _____			
4 _____		Reason for Leaving _____			
Total must equal 100%					

Number and Title(s) of people you supervised: _____

Machines/equipment you used: _____

INSTRUCTIONS

- 1) Read the job announcement carefully before you apply. Job announcements contain special instructions and requirements. It is your responsibility to ensure that you meet those requirements. If you have not seen a job announcement, you can receive or view one by:
 - *Visiting the Human Resources Division at 2330 McCulloch Blvd. N., Lake Havasu City, Arizona.
 - *Visiting the Department of Economic Security
 - *Calling the Human Resources Division at 928-453-4143.
 - *Visiting our website at www.lhcaz.gov
- 2) Do not substitute a resume for this application. Resumes may be attached only for additional information.
- 3) Print clearly in dark ink or type. Give complete and accurate information.
- 4) Complete a separate application for each job. Photocopies are acceptable, but original signatures are required. Write the exact job title as specified on the job announcement.
- 5) Veteran's preference may be used for all open-competitive examinations, but only for one promotional examination. Veterans' preference requires proof, i.e. DD214. Disabled veterans receive additional preference; letter from Veteran's Administration dated within last 6 months is required. Preference for being the widow of a veteran requires proof of marriage, military service and death. Qualified veterans who successfully pass a required written exam will receive 5 preference points added to their exam score. An additional 5 points may be given to qualified disabled veterans.
- 6) An applicant offered City employment will be required to take a controlled substance/alcohol screening test. Employment is contingent on passing the test. Certain positions require more extensive examinations, including, but not limited to, a physical examination, security clearance and/or polygraph examination.
- 7) Employment History Section. Be specific and complete. The information provided will be used to determine if you meet the minimum qualifications, and, if an examination is required, whether you will be admitted.
 - * List your present or most recent experience first. Include all work history. Also list any related volunteer and/or unpaid experience.
 - * List each job (including promotions) separately, even if it was within the same organization.
 - * If you attach additional information sheet(s), include all of the information requested on the application, i.e. dates of experience, hours per week, etc.
 - * If the hours per week on a job vary, use the average number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour week as the standard for full-time work.
 - * To receive proper credit, list the most important and/or time consuming duties and the percentage of time spent on each for each position. Percentages should add up to 100%. Do not include unimportant duties which are performed only occasionally.
- 8) Retain a copy of the application for your files. **The Human Resources Division does not supply copies.**
- 9) Submit the application as directed on the job announcement. Applications must be received by the final filing date specified on the announcement, or, if mailed, they must be postmarked by midnight of the final filing date. Additional information may not be accepted after the close of the filing period. Applications are not accepted via e-mail or fax. The original, signed application must be received or mailed by the closing date of the recruitment.
- 10) Your application and all attachments become the property of the City and cannot be returned. Work samples, letters of recommendation and the like may be submitted with the application.
- 11) The incomplete or improper completion of an application may result in the application being rejected.
- 12) Contact Human Resources at the number listed in No. 1 above if you have any questions about completing the application or if there is any change to your name, address and/or telephone number.

IMPORTANT

- 1) I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to disqualification or dismissal.
- 2) I attest that I have the legal right to reside and work in the country (*proof required upon hire*).
- 3) In connection with this application, I authorize Lake Havasu City and any agent acting on it's behalf to conduct an inquiry into any information related to my potential or continued employment with the City and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (*Check box below if you do not want your present employer contacted.*) I hereby release Lake Havasu City and any agent from any and all liability by reason of requesting such information from any person.
☐ I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

Signature (*Do not print*) _____

Date _____



LAKE HAVASU CITY EMPLOYMENT APPLICATION

Lake Havasu City is an Equal Opportunity Employer

TO ALL APPLICANTS - EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The following information is used by Lake Havasu City Human Resources Division for research and statistical purposes only. Federal and state laws make it unlawful to discriminate in employment on the basis of race, color, religion, gender, national origin, disability or age. Your participation is voluntary and would be greatly appreciated. The information will be kept separate and confidential and will not be used to make any employment decision.

AGE GROUP

- | | |
|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 40 - 44 |
| <input type="checkbox"/> 25 - 29 | <input type="checkbox"/> 45 - 54 |
| <input type="checkbox"/> 30 - 34 | <input type="checkbox"/> 55 and over |
| <input type="checkbox"/> 35-39 | |

GENDER

- ☐ Male
☐ Female

CHOOSE ONE ETHNIC GROUP WITH WHICH YOU MOST CLOSELY IDENTIFY:

- ☐ **American Indian or Alaskan Native.** (All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.)
- ☐ **Asian/Pacific Islander.** (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands and Samoa.)
- ☐ **Black.** (Not of Hispanic origin: All persons having origins in any of the Black ethnic groups.)
- ☐ **Hispanic.** (All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.)
- ☐ **White.** (Not of Hispanic origin: All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.)

Do you need an accommodation in the application or testing process for the job for which you are applying for any disability you may have?

(It is not necessary that you describe or identify the disability; only the type of accommodation required.)

- ☐ Yes ☐ No

If yes, please describe the type of accommodation required:

PLEASE DESCRIBE HOW YOU LEARNED ABOUT THIS RECRUITMENT (Check one):

- | | |
|---|---|
| <input type="checkbox"/> Job Announcement | <input type="checkbox"/> Dept. of Economic Security (Job Service) |
| <input type="checkbox"/> Human Resources Division | <input type="checkbox"/> Ad in Newspaper or Professional Journal |
| <input type="checkbox"/> Lake Havasu City Website | <input type="checkbox"/> Community Service Organization |
| <input type="checkbox"/> City Employee | <input type="checkbox"/> Other: _____ |

REQUIREMENTS FOR EMPLOYMENT: Upon request, and on or before date of hire, all new hires for City employment must provide the following:

- 1) Evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control Act of 1986.
- 2) Social Security Card and driver's license.
- 3) Fingerprint identification